



# CITY OF ATLANTA

## Job Announcement

### COMPUTER MAINTENANCE MANAGEMENT SYSTEMS ANALYST

**STARTING SALARY: \$37,079**

**Salary Grade: 19**

**Applications Accepted From: February 2, 2004 until February 13, 2004**

#### **Minimum Job Requirements**

Persons applying must have six (6) years in electrical or mechanical maintenance which includes two (2) years of supervisory experience **OR** have a bachelor's degree in Engineering or a related field and have two (2) years of electrical or mechanical maintenance as a supervisor. Equivalent combination of training and experience will be determined under prescribed guidelines.

#### **Duties of the Job:**

This employee manages MAXIMO (computerized maintenance management system) at a wastewater plant; coordinates with the operations and maintenance managers to determine the priorities of the plant; plans the corrective maintenance work orders and ensures that the parts, materials, and equipment are available for the job; ensures that adequate staffing is available and estimates labor and material requirements for each job; monitors fieldwork in order to ensure that the tasks are performed as efficiently as possible and that the completion dates are realistic; makes recommendations to management on ways to improve efficiency; monitors work order backlog; generates the preventive maintenance work orders on a weekly basis, ensures that work orders are completed and the proper documentation is provided on each work order; supervises the entry of data into MAXIMO; etc.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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**THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.**

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**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**